

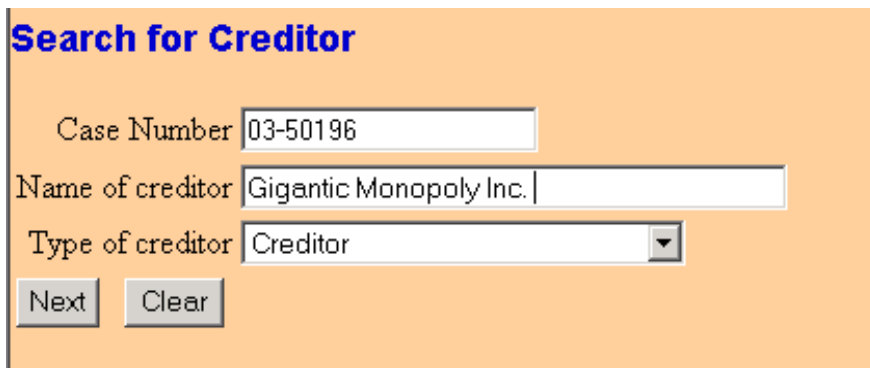
## CLAIMS PROCESSING

### A. FILING A CLAIM

- Step 1.** Prepare your claim or claims and convert the images to PDF format. Save them to a file where you can find them. [See User Guide for instructions on converting files to PDF].
- Step 2.** Log on to CM/ECF. On the blue CM/ECF Menu bar, click on **Bankruptcy**.
- Step 3.** Under the Claims menu, click on **File Claims**. The screen below will appear. Enter in the case number [remember to put in the hyphen], and the name of the creditor. Do not change the type of creditor from "Creditor."

Here are Search Hints for the creditor database:

- C The search is limited to creditors associated with the specific case. If you enter nothing in the Name of Creditor field, all creditors in the case will be displayed.
- C Searching is case sensitive [Use Smith and not smith]
- C Include punctuation [Garcia-Barrera]
- C Partial Names can be entered [Smi will bring up Smith]
- C Significant words or names are effective [e.g., Radio will bring up both Radio Shack and also Northwest Radiology]
- C Try alternate search clues if your first search is not successful.



**Search for Creditor**

Case Number

Name of creditor

Type of creditor

Click on **Next**.

**Step 4.** A list of creditors may be displayed. If the list contains the creditor [both name and address should match] for whom you are searching, then highlight the name on the list by clicking on the name and then click **Next**. If, however, the creditor is not listed in this case you will get the following screen. Click on **Add Creditor**. You will get the following screen.

**Creditor Processing**

Case Number

03-50196

99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next

Clear

- Step 5** If the case number is correct, click on **Next**. If you are adding the same creditor multiple times and this screen appears, you can change the case number to add the same creditor to another case.

- Step 6.** You will get the screen below:

- A. Enter the name and address for the creditor. Do not use line 5.
- B. Do not change the creditor type.
- C. If the creditor has been appointed to the Creditor's Committee, click on **Yes**.
- D. If you have more creditors to add in this case, then leave the button on the default, which is **Continue to Enter**. If this is the last creditor, then click on **Last Entry**.
- E. Click on **Next**. If you selected Continue to enter [meaning that you wish to add more creditors], you will get this screen.

**Add Creditor(s)**

Case number 03-50196 Robert Lewis Long and Mary Lynne Long

Name Gigantic Monopoly, Inc.

Address 1 1134 Kalakaua, Ste 993

Address 2 Honolulu, HI 96818

Address 3

Address 4

Address 5

Type Creditor

Creditor committee ☒ No ☐ Yes☒ Continue To Enter ☐ Last Entry

Next

Clear

**ECF**

Bankruptcy

Adversary

**Select a Creditor for Claim**

Case 03-50196: Robert Lewis Long and Mary Lynne Long

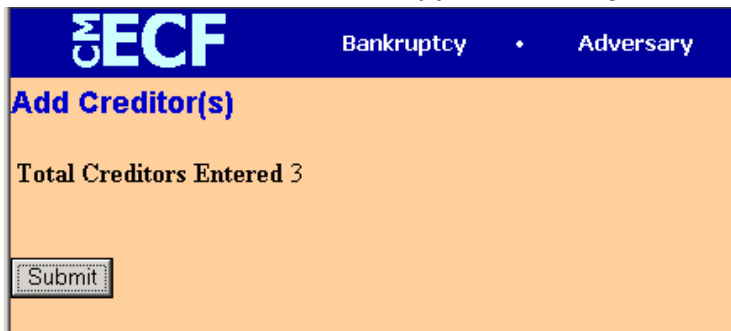
▼

[Add Creditor](#)

Next

Clear

- Step 7.** If you have added multiple creditors into the case, then you will get the screen which appears below. If you have only entered one creditor, then you will see the **Claims Information Screen** which appears in **Step 11**.



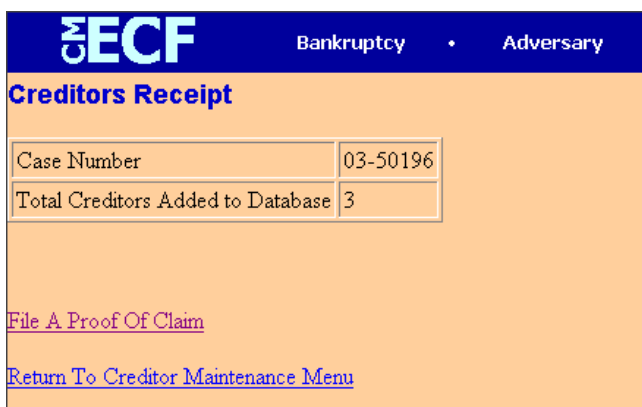
**ECF** Bankruptcy • Adversary

**Add Creditor(s)**

Total Creditors Entered 3

Submit

- Step 8.** If the number of creditors added is correct, then click on **Submit**. If the number of creditors added is not correct, then you need to go back to earlier screens to find out why. You will get a receipt showing that you have added creditors to the case.



**ECF** Bankruptcy • Adversary

**Creditors Receipt**

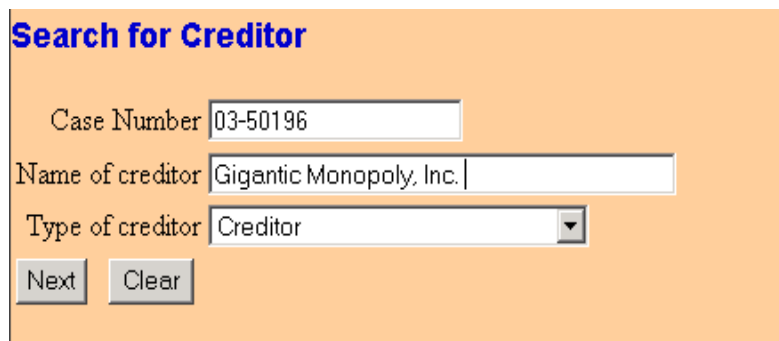
Case Number	03-50196
Total Creditors Added to Database	3

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Click on **File a Proof of Claim**

- Step 9.** You will get the following screen. Enter the name of one of the creditors you have just added to this case.



**ECF** Bankruptcy • Adversary

**Search for Creditor**

Case Number 03-50196

Name of creditor Gigantic Monopoly, Inc.

Type of creditor Creditor

Next Clear

**Step 10.** You will get the following screen which will ask you to identify the specific creditor.

**Select a Creditor for Claim**

Case 03-50196: Robert Lewis Long and Mary Lynne Long

1169 - Gigantic Monopoly, Inc. - 1944 Kalakaua Suite 2995 Honolulu, HI 96818

[Add Creditor](#)

Click **Next**. You will get the following Proof of Claim Information Screen.

**Proof Of Claim Information For**

**1169 - Gigantic Monopoly, Inc.**  
1944 Kalakaua  
Suite 2995  
Honolulu, HI 96818

Case Number: 03-50196	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File:	Last Date To File(Govt):	Date Filed: 04/22/2003	Late: No	Status:
<b>Amount Claimed</b>				
Unsecured 1000.00	Secured 30,000.00	Priority 3,000.00	Unknown	Total (Display Only) 34000.00
<b>Amount Allowed</b>				
				Total (Display Only)
Description:	Priority Claim is for Post Petition Administrative Expense			
Remarks:				

**Step 11.** Enter the information about the Proof of Claim which you are filing.

A. If you are filing an amended or duplicate claim in this case, then put the number of the claim you are amending or duplicating in the appropriate box.

B. If you are the Debtor or a Trustee filing a proof of claim for the claimant, then select the appropriate title from the list in the **Filed By:** box. **Note!** Choose the title **Attorney** only if you are filing a claim for yourself for attorney's fees or expenses. If you are an attorney filing a claim for a creditor, a debtor or a trustee, then select one of those titles.

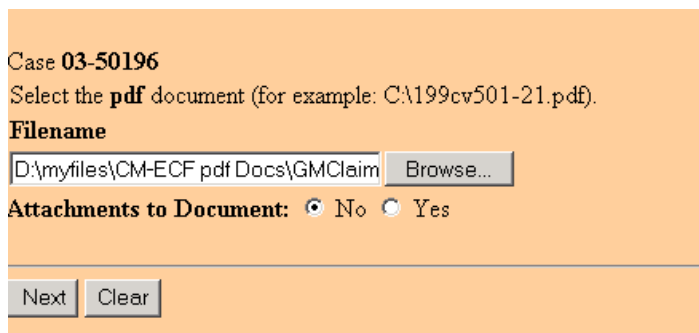
C. Do not change the information in the **Late:** or **Status:** Boxes.

D. Enter in the portion of the claim [without the \$ sign] which is **Unsecured, Secured, and/or Priority**. If you do not know the category, then enter the amount as **Unknown**. Note! The **Total** [amount of the claim] figure will automatically be computed from the amounts entered into the previous boxes. If the total is wrong, then change the amounts previously entered so that the total is correct.

E. There is usually no need to enter anything into the **Description** or the **Remarks** boxes.

**Note!** If you wish to file a claim for administrative expenses the proper method is to file a Request for Payment of Administrative Expenses. This event can be found under Claims Actions.

Click on **Next**. You will get the screen for attaching the PDF image of the claim you are filing.



Case **03-50196**  
Select the **pdf** document (for example: C:\199cv501-21.pdf).  
**Filename**  
   
**Attachments to Document:** ☒ No ☐ Yes

**Step 12.** Either type in the path and filename of the PDF file you are attaching or Browse to the file. Remember to right click on the file name and open the document to ensure that you are attaching the right claim to this docket entry.

If you are attaching other documents to this claim, then click on **Yes**. You will see this screen. **Note!** Attach only documents or relevant excerpts of documents that are necessary to show the amount of the claim and the basis for any secured claim or perfected security interest. The PDF file you attach cannot exceed 2 MB.

## United States Bankruptcy Court

## District of Hawaii

Select one or more attachments.

Case **03-50196**

1) Enter the **pdf** document that contains attachment (for example: C:\append

**Filename**

D:\myfiles\CM-ECF pdf Docs\GMInvoice Browse...

2) Select a document type and/or enter a description.

Type	Description
	Summary of Invoices Sent to Debtor

3) Add the filename to the list box below. If you have more attachments, go the Next button.

Add to List

Remove from List

Next

Add the file names of the PDF file you wish to attach, describe the attachment in the box below, and then Click on Add to List. You may add as many attachments as you wish.

When all attachments are added, click on **Next**.

You will now get an acknowledgment of the filing of the claim.

U.S. Bankruptcy Court

District of Hawaii

Notice of Electronic Claims Filing

The following transaction was received from Attorney, MVA on 4/22/2003 at 3:09 PM HST

**Case Name:** Robert Lewis Long and Mary Lynne Long

**Case Number:** [03-50196](#)

**Creditor Name:** Gigantic Monopoly, Inc.  
1944 Kalakaua  
Suite 2995  
Honolulu, HI 96818

**Claim Number:** [3](#)

**Total Amount Claimed:** \$1000.00

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**D:\myfiles\CM-ECF pdf Docs\GMClaim1.pdf

**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1018307671 [Date=4/22/2003] [FileNumber=9108-0] [

Your claim has been filed. If you have more claims to file in the same case, then Click on Bankruptcy on the main blue menu bar and select **File Claims** from the menu.

## B. TRANSFER OF CLAIM

**Step 1.** Prepare the documents you will need for the claim transfer and create a PDF file [or files] which you can later attach the docket entry. You also need to check the claims docket of the case to find the number of the claim you intend to transfer. **Do not use this procedure** if you want to transfer a claim which has never been filed with the court. In such case, you should file a claim in the name of the transferee and then attach the transfer documentation to the claim which you have filed. The transfer document attached to the claim must be signed by the transferor.

**Step 2** **Login to CM/ECF** [Instructions are contained earlier in this Guide]

**Step 3** Click on **Bankruptcy** in the blue menu bar.

**Step 4** You will see a menu with these options:  
If you are an attorney, click on **Claims Actions**.  
If you are a claims agent for a creditor, click on **Creditor Claimant Activity**.

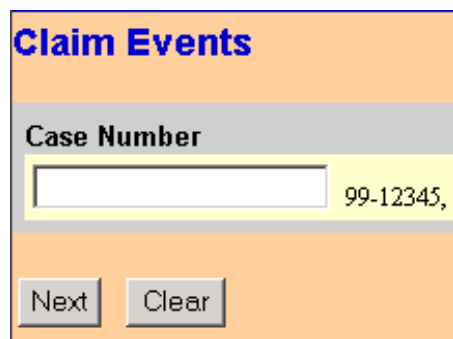
### Claims

[File Claims](#)

[Claim Actions](#)

[Creditor Claimant Activity](#)

**Step 5** You will get the following screen.



Enter in the case number of the BK case in which you will be docketing a transfer of claim. Remember the hyphen in the number. Click **Next**. Note that the next screen will be different depending on whether you are entering the system as an attorney or as a claims agent. See Part C of this section of the User Guide which has a chart showing the different docketing events which will appear in either the Claims Events [attorney] or the Creditor Claimant Activity [non-attorney] files.

**Step 6** You will get the following menu of options:

03-50196 Robert Lewis Long and Mary Lynne Long

Acknowledgment of Transferred Claim
Notice of Claim Filed by Debtor or Trustee
Objection to Claim
Objection to Transfer of Claim
Transfer of Claim - WITHOUT Agreement of Transferor (Notice Required)
Transfer of Claim - With Agreement of Transferor
Withdrawal of Claim
Withdrawal of Objection to Claim

Next Clear

Note! There are 2 events listed for docketing transfers of claims.

**Transfer of Claim without Agreement of Transferor**– This should be used by filers who have a transfer of claim document which has NOT been signed by the transferor to indicate agreement with the transfer. The court is required to send to the transferor a notice indicating that the transferor may object to the transfer within a specific period of time.

**Transfer of Claim with Agreement of Transferor** – This should be used by filers who have a transfer of claim which has been signed by the transferor to indicate agreement with the transfer of claim. If you have such a transfer document, it must be scanned and attached to the docket during this routine.

This following procedure assumes you have chosen the first option.

- Step 7** The next screen will ask if this is a joint filing with another attorney. If Yes, click on the box to so indicate. You will then get screens which ask for information about that attorney. If No, then click **Next**
- Step 8** You will get a screen which will display the parties in this case. In most cases a transfer of claim is filed by the transferee. It is likely that the transferee will not be included in this list. If not, Click on the **Add/Create New Party** hyperlink and add the transferee to the case. If you are filing the transfer on behalf of the transferor, then check this list for the transferor. It is unlikely that the transferor will be on the list. If not, then the transferee will need to be added as a party at the end of this procedure. If the party appears in the list, then click on the creditor to highlight the name and click on **Next**.



**Select the Party:**

ABC Corporation, [Creditor]  
ABC Mortgage, [Creditor]  
Cat, Fat Sat [Realtor]  
Long, Mary Lynne [Debtor]  
Long, Robert Lewis II [Debtor]  
Office of the U.S. Trustee, [U.S. Trustee]  
Woo, Mary Lou [Trustee]

[Add/Create New Party](#)

Next Clear

**Step 9**

You will now get the PDF attachment screen:

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

D:\myfiles\CM-ECF pdf Docs\ClaimTra Browse...

**Attachments to Document:** ☒ No ☐ Yes

Next Clear

Browse to the Transfer of Claim which you previously prepared. We recommend that when you find it, you open and view it to make sure you are attaching the correct document. If you have attachments [e.g. documentation to establish the transfer] you should click on Yes. [See the Procedure Outlined in this Guide for Filing Claims – Step 12].

**Step 10**

You now get the screen below. This is an informational screen. It tells you that in the next screen when the claim status is requested, you must pick “transferred”. It also warns you that if you are docketing this transfer on behalf of the transferor that it may be necessary to add the transferee after the transfer is docketed. Click **Next**.

You will now get the following Screen.

Select Status **Transferred** When Prompted.

**After Submitting This Docket Event, Go to Creditor Maintenance and Add the Transferee as Creditor.**


**Step 11**

Enter in the claim number of the claim being transferred and select **Transferred** from the list in the Status box. If you wish to transfer multiple claims, then put in each claim number separated by a comma [e.g., 2, 3, 4, etc. ] **Note!** If you are attempting to transfer a claim which has not been filed, then you are using the wrong procedure. In such cases, you should file a claim in the name of the transferee and then attach a documentation to that claims which shows the transfer. The transfer documents must be signed by the transferor to indicate agreement with the transfer.

Enter Claim Number(s):  Status:



Click **Next**. You will get this screen:

Transfer Type <input type="radio"/> 3001 (e) 1 <input checked="" type="radio"/> 3001 (e) 2 <input type="radio"/> 3001 (e) 3 <input type="radio"/> 3001 (e) 4			
Transferred To:	<input type="text" value="XYZ Corporation"/>		
Transferred From:	<input type="text" value="ABC Mortgage"/>		
Claim Number:	<input type="text" value="3"/>	Amount: \$	<input type="text" value="10,000"/>
Transferred From:	<input type="text" value="CDE Corporation"/>		
Claim Number:	<input type="text"/>	Amount: \$	<input type="text"/>
Transferred From:	<input type="text"/>		
Claim Number:	<input type="text"/>	Amount: \$	<input type="text"/>

**Step 12**

You must complete the transfer information screen with the following information:

1. Indicate the type of transfer by clicking on one of the radio buttons. **Note!** 3001(e)1 and 3001(e)3 are transfers which occur before a claim is filed with the court. If you are using this procedure, then neither of these types of transfer are applicable. In both cases claims should be filed and the transfer documentation should be attached to the claim. See the Federal Rules of Bankruptcy Procedure, which are available on the court web site, for further information about the types of transfer of claim.
2. Enter the name of the transferee in the box labeled: **Transferred to:**
3. Enter the name of the transferor in the box labeled: **Transferred from:**
4. Enter the claim number and the amount of the claim.
5. If you have more claims being transferred to the same party in this case, then you may continue to enter other transfers at this time. **NOTE!** If you intended to docket multiple transfers to of claims, then you should have prepared and imaged the documentation for all of the transfers together and this should already be attached to the docket entry.

Click **Next**

**Step 13** You will get the Modify Docket Text Screen:

Docket Text: Modify as Appropriate.

☐ Transfer of Claim - Without Agreement of Transferor (Notice Required)

You may add text by inserting in the text boxes on this screen. This will be added to the docket text displayed above. If there are other changes that need to be made, the only way to correct the docket text is to use the back browser arrow to go back to the screen in which incorrect information was added and to change the information at this point and then continue on until you get to this screen again.

If the docket text is correct, then click on **Next**.

**Step 14** You will now get the final docket text screen. If the text is correct, click **Next**.

Docket Text: Final Text

Transfer of Claim - Without Agreement of Transferor (Notice Required). Transfer Agreement 3001 (e) 2 Transferors:ABC Corp(Claim No.3, Amount 10,000); DEF Corporation To XYZ Corporation Filed by Creditor XYZ Corporation. (Attorney, MVA)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

**Step 15** You will get the acknowledgment of electronic filing screen.

**Claim Events:**  
[03-50196 Robert Lewis Long and Mary Lynne Long](#)

U.S. Bankruptcy Court  
District of Hawaii

Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 4/25/2003 at 3:01 PM HST and filed on 4/25/2003

**Case Name:** Robert Lewis Long and Mary Lynne Long  
**Case Number:** [03-50196](#)  
**Document Number:** [7](#)

**Docket Text:**  
Transfer of Claim - Without Agreement of Transferor (Notice Required). Transfer Agreement 3001 (e) 2 Transferors:ABC Corp(Claim No. 3, Amount 10,000); DEF Corporation To XYZ Corporation Filed by Creditor XYZ Corporation. (Attorney, MVA)

The following document(s) are associated with this transaction:

Your transfer of claim has been filed! A notice will be sent to the transferor from the court giving the transferor time to file an objection to the transfer. The transfer is not final until the objection period has passed.

**Note!** If you are filing this transfer on behalf of the transferor, the transferee may not have been added as a party in this case. If you checked the party box for the transferee in Step 8, you will know. If you did not, then Click on **Query** in the blue Main Menu Bar. Click on **Party** and you will find a list of all the parties in the case. If the transferee is not in the list, then add the transferee by clicking on **Bankruptcy** in the blue menu bar and then **Creditor Creditor Maintenance**. There is a menu item for adding an individual creditor.

## C. OTHER CLAIMS PROCESSING OPTIONS

There are other options for filing documents related to claims. There are two separate files of events: The **Claims Actions Menu** is for attorney filers and the **Creditor Claimant Activity Menu** is for non-attorney claims agents. Here is a comparison of the events in each category. Please note that some events listed in the Creditor Claimant Activity Menu are available to attorneys in other menus of CM/ECF and they are indicated on this list in brackets e.g., [NOTICES MENU]

CLAIMS EVENTS	CREDITOR CLAIMANT ACTIVITY	COMMENTS
Acknowledgment of Transferred Claim	Acknowledgment of Transferred Claim	Used to docket transferor's agreement with transfer.
Application for Unclaimed Funds	Application for Unclaimed Funds	Forms posted to Court Web Site: <a href="http://www.hib.uscourts.gov">www.hib.uscourts.gov</a>
[NOTICES MENU]	Notice of Appearance and Request for Notice	
Notice of Claim Filed by Debtor or Trustee		Claims filed by a debtor or trustee must be noticed to the claimant. The form is posted to: <a href="http://www.hib.uscourts.gov">www.hib.uscourts.gov</a>
Objection to Claim		Only an attorney can file such an objection.
Objection to Transfer of Claim		Only an attorney can file such an objection.
[MISCELLANEOUS DOCUMENTS MENU]	Reaffirmation Agreement	
[MISCELLANEOUS DOCUMENTS MENU]	Request for Notice	

**United States Bankruptcy Court****District of Hawaii**

Request for Payment of Administrative Claim	Request for Payment of Administrative Claim	This is the appropriate method of asking for payment of administrative claims. Do not file a proof of claim since there is no way to designate the correct priority.
Transfer of Claim without agreement of Transferor.	Transfer of Claim without agreement of Transferor	This docketing event will cause notice to be sent to the transferor through the BNC.
Transfer of Claim with Agreement of Transferor	Transfer of Claim without Agreement of Transferor	This event will not produce a notice.
Withdrawal of Claim	Withdrawal of Claim	
Withdrawal of Objection to Claim		